NEW KIOSK FUNCTIONS

NEW ID SCANNER

The newly improved Kiosk adds <u>Dependant</u> & Retiree ID Cards, scanning functionality.



All passengers now have access to the following Kiosk Applications: Space-A/R Sign-up, Mark Present and Check-In, making these options available to eligible cardholders. To use, simply insert your ID card into the fixed scanning slot (pictured below) and proceed with on-screen prompts.



In The Future!

Credit Card Purchase Capability

Plans are in motion for incorporating Credit Card payment utilizing the Passenger Service Kiosk to pay for Pet Fees, Meal Costs, and Excess Baggage Fees. Expect implementation sometime in 2012.





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KIOSK Functions

The Passenger Service Kiosk provides the following functions for you to use: Space Available or Space Required Sign-Up, Mark Present, and Check-In. To get started, just insert your CAC or ID card in the proper scanner to verify your travel eligibility. From the Kiosk Main window (Screen Below) select the function you want to use and follow the on-screen prompts.



Sign-Up (Space-A/R)

The Kiosk provides a direct link to the Space-A/R sign-up process using the Sign-Up function, no forms to fill out.

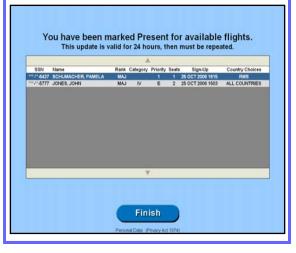


You can sign up individually, for your family or group. Follow on-screen prompts to enter your information, travel dates and locations and review for accuracy. Select the Finish Button to print your sign-up receipt.



Mark Present

To mark yourself or group present for Roll Call, you can use the "Mark Present" function of the Kiosk only if you have already signed-up for Space-A/R travel. Just insert your CAC/ID into the proper scanner and select the "Mark Present" button once you reach the Kiosk Main window. You are marked present by the system at this time. The Kiosk will print a "Marked Present' receipt indicating the passenger's rank and name. The "Marked Present" action is only valid for 24 hours then must be repeated to be marked present for future roll calls.



If you just completed the Space-A/R Signup process using the Kiosk and checked the "Mark Present" box, you will not need to complete this step for Space-A/R Roll Calls for the current day's flights.

Check-In

If you have a passenger reservation or have a confirmed Space-A/R selection, you may use the Check-In function on the Kiosk.

Begin by inserting your CAC/ID card in the proper scanner and navigate to the Kiosk Main window. Select the Check-In button. Verify your flight information on the next screen (example below). If it's correct, then select the continue button to proceed.



Follow on-screen prompts to enter your number of checked bags, meal request, seat selection, and other requested passenger info. Check-In Complete window will display and the Kiosk will print out a Check-In ticket (example below) to be presented to the passenger service agent for further processing.



Remember to take your CAC or ID!